

MEMORANDUM

November 18, 2019

**Pass
4%**

TO: Ms. Ada Montero, Principal
William Lehman Elementary, 2891

FROM: Pedro Abreu, Director
Facilities Services Department of Plant Operations
District Inspections

SUBJECT: CLEANING AND SANITATION AUDIT

As part of the State Mandate (**F.S.1013.12(3)**), enclosed you will find the Cleaning and Sanitation Audit part of the annual Fire Safety, Casualty and Sanitation Inspections.

The audit criteria are based on National established cleaning industry standards, work methods, training and published procedures. Expectations are measured by considerations for the impact of daily activity to insure that a facility will not be unfairly reviewed.

Analysis information from the audit inspection revealed the following areas of significant interest:

Number of Custodial Staff: 5 Workman's Comp Cases: 0

For Areas that need correction: REVIEW EACH SHEET

If you have any questions, please contact me at 305-835-1050. We can assist you with Job Assignments, Scheduling, Training, and other Specialized Custodial Support Services.

Pedro A. Abreu PA

PA:lwb/#1920-Memo#158

Attachments

cc: Ms. Valtena Brown
Dr. Alexis Martinez
Ms. Barbara Mendizabal
Ms. Lucy Iturrey
Mr. Leonard Ruan
Mr. Ignacio Palacio
Audit File

School/Site Name: William Lehman Elementary

Loc#: 2891

Date: November 18, 2019

Region: (S)

ATTACHMENT

**CLEANING AND SANITATION AUDIT
SCORING AND GRAPHIC PRESENTATION**

Scoring is based on visual inspection with results expressed by three grade categories:

CATEGORIES:

S = Excellent -

U = Unsatisfactory -

FACILITIES SCORED:



S = 96%



U = 4%

The scored results are presented graphically to indicate the relative cleanliness and sanitation level of key areas of the facility environment. This method fairly pinpoints acceptable quality standards and obvious deficiencies in the cleaning services program. The custodial staff's responsibility is to provide a safe and sanitary environment for the education process. Analysis of individual cleaning assignment areas will measure the custodian's performance.

